

## **Argonne National Laboratory Named Fellowship Program**

### **Instructions for Applicants**

Candidates for the Named Fellowships are selected based on their research and academic accomplishments, and the strength of their research proposal. Candidates must display superb ability in scientific or engineering research and must show definite promise of becoming outstanding leaders in their fields. All applicants must identify an Argonne employee (sponsor) who will write the nomination memo and present your case in front of the Fellowship Review Committee. The sponsor could be someone who is already familiar with your research work and accomplishments through previous collaborations or professional societies. If you have not yet identified an Argonne sponsor, visit the detailed websites of the various Research Programs and Research Divisions at <http://www.anl.gov/science>.

#### **Deadline:**

The deadline to receive all the application materials is Monday, March 7, 2016 for the Maria Goeppert Mayer Named Fellowship.

#### **Salary and Conditions of Term:**

Fellowships are renewed on annual basis up through a third year. The 2016 Named Fellowship carries a competitive salary and benefits package. Following acceptance of offer, sponsors will ensure that fellowship proposals meet the required Department of Energy approvals. Appointments may commence on or after October 1, 2016.

**Fellows will be located at Argonne National Laboratory, in the home division of the sponsor.**

#### **Candidate Eligibility:**

Candidates must be within three years of having received the PhD at the time of application, or be in the process of completing their degree requirements. All PhD requirements must be met at the commencement of the appointment. It is recommended that candidates discuss eligibility requirements with their sponsor.

#### **How to Apply:**

Candidates must upload the following documents through the application portal.

##### **1. Abstract**

Include a brief (~200 words) abstract explaining your proposal to a general audience. Address the abstract to a scientist outside of your field. **Abstracts should clearly state the hypothesis and the overarching problem being addressed.** The abstract will NOT count against your two-page proposal limit.

##### **2. Research proposal**

**Proposals should be  $\leq 2$  pages (not including references), 12 point font, 1 inch margins and should include the following:**

- a. Title

- b. Background and importance of the proposed work
- c. Research approach, including resources needed to conduct the proposed work
- d. Tentative timeline for the **three-year proposal** and anticipated deliverables
- e. Broader impacts of the proposed work and potential for future program growth
- f. Alignment with Argonne's strategic mission and directions
- g. References (if applicable)—will not count against the 2-page limit

**Application packages will be reviewed by a Lab-wide Review Committee, whose members have diverse scientific and engineering backgrounds. Please write with a broad audience in mind.**

**3. Cover Letter**—candidates may expand upon interests in pursuing research at Argonne, significant experiences and career goals.

**4. CV**, including list of publications, abstracts, significant presentations, patents and other relevant activities, especially those that demonstrate leadership experience

### **5. Graduate School Transcripts**

- Transcripts must include the name of the school, the student's name, the school's watermark, official seal or symbol and the Registrar's signature. If degree has been completed, transcripts must reflect degree date.
- If the school does not provide transcripts, a copy of a diploma or letter from the Graduate School Office stating that you are enrolled or have completed all the requirements for the Ph.D. is acceptable. This letter must be on official school letterhead and signed by a representative from the Graduate School Office.
- If the transcripts are not in English, please provide one of the following in addition to the transcripts:
  - Translation of the information contained in the transcript
  - Brief summary of the information contained in the transcripts
- The following documents will not be accepted as Graduate School Transcripts: Unofficial grade reports downloaded from the university intranet, Documents missing the student's name or school's name, Documents missing the degree date.

### **Required Supporting Materials**

**NOTE**—Supporting materials should be sent to [fellowships@anl.gov](mailto:fellowships@anl.gov)

1. Nomination memo ( $\leq 2$  pages) from Argonne sponsor (with copy to Division Director) that addresses the strengths of the candidate, the merits of the research proposal and how the candidate's work is expected to contribute to or grow Argonne's research programs.
2. **Three** letters of recommendation from other than Argonne staff. It is strongly recommended that candidates request letters from individuals who are familiar with the candidate's work and can comment confidently on:
  - Candidate's ability to perform independently and on a team
  - Leadership qualities and ability to communicate effectively
  - Candidate's demonstrated independence of thought, ingenuity and maturity

- Major accomplishments and contributions to the candidate's field
- How the candidate ranks compared to others at a similar career stage in the field
- Letters should be in a PDF file from the individual(s) with a signature on official letterhead. In the subject line please include the name of the candidate.
- Submitting more than three letters does not confer competitive advantage.

### **Status of your application:**

It is advised that applicants contact sponsors and references well in advance of the application deadline to ensure that all materials are received on time. Late materials may not be accepted once the review process has begun. To inquire about the status of your application, please send an email to [fellowships@anl.gov](mailto:fellowships@anl.gov) with copy to your sponsor.

### **Frequently Asked Questions:**

**1. Is U.S. citizenship required?**

No.

**2. Is there an age restriction?**

No. However, fellowship recipients must recently have received a PhD.

**3. Is there an application form?**

No, but to be considered, candidates must upload the required documents as outlined above through the application portal.

**4. What is the "real" deadline for applying to the Named and Director's Fellowship?**

The "real" deadline is the one specified on the website or in the advertisement for applications. All materials, including letters of recommendation and your Argonne sponsor's memo **MUST** be submitted by 5:00 PM CST on the day designated as the "deadline". No late materials will be accepted. It is for the applicants' benefit that the deadlines be respected so that the review process can begin promptly.

**5. What is the mailing address for the application materials?**

There is no mailing address. All supporting letters should be sent to [fellowships@anl.gov](mailto:fellowships@anl.gov). In the subject line please include the name of the candidate. The candidate's application documents should be submitted electronically through the application portal.

**6. Where will the Fellow work?**

The individual will work at the Argonne National Laboratory site in Lemont, IL in the sponsor's Research Division.

**7. Who should the nominator be?**

The nominator must be an Argonne employee (sponsor). It is advisable that the sponsor be someone who is familiar with your work or whose research background will be beneficial in mentoring you through your appointment.

**8. What is the difference between the nomination letter and reference letters?**

Reference letters are similar to nomination letters; however, the referees may be a member(s) of the dissertation committee, colleagues, other supervisors, or other professors, who can attest to your ability and potential.

**9. Can I scan the official transcripts and submit a PDF file along with the other materials?**

Yes. In fact, you will need to upload your transcripts directly to your application account. However, if selected, you will need to bring the original documents when you report for employment.

**10. Can the nomination and reference letters be included with my other materials?**

The nominator and referees should send their letters directly via e-mail to [fellowships@anl.gov](mailto:fellowships@anl.gov).

**11. Is it better to submit more than three letters of recommendation?**

**No. It is better to follow the application instructions.** If the application calls for three letters of recommendation, then please only submit three letters.

**12. Are there specific research areas at Argonne that I should approach?**

We cannot advise you regarding your research interest. You are strongly encouraged to contact Argonne scientists so that you can determine whether your research interest is applicable to Argonne. Research programs and divisions at Argonne can be viewed at [www.anl.gov/science](http://www.anl.gov/science).

**13. When will I receive an acknowledgement regarding my application?**

Updates will be sent to all candidates when the application package is complete and when the review commences. Communications will be sent from [fellowships@anl.gov](mailto:fellowships@anl.gov). Please add this address to your contacts to avoid missed communications.

**14. When will the recipient's names be announced?**

If selected, you will contact the individual by e-mail approximately 6-8 weeks after the application deadline. Those not selected will also be notified by e-mail at a later time.

**15. When will the recipient begin his/her appointment?**

Maria Goeppert Mayer Named fellows selected in during the Spring review cycle can expect to begin their appointments on or after October 1, 2016. The candidate cannot commence until he or she has obtained the PhD.